



Carlisle Family Aquatic Center Policy and Procedure Manual

Summer of 2005
City Council Approved May 9, 2005

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Admission Fees

Family Season Pass *	\$100.00 (includes tax)
Individual Season Pass	\$50.00 (includes tax)
Daily Admission **	\$3.00
UnderAge2	Free
Special Events (7:30-9:30 p.m. Mon-Thurs)	\$1.50 (free with a season pass)
Day Care Providers (10:00-11:45 a.m. Tues-Thurs)	\$1.00 (free with a season pass)
Adult Lap Swims (1 2:00-1 2:45 Mon-Sat)	\$.50 (free with a season pass)
Mommy and Me (12:00-12:45 Mon-Sat)	\$.50 (free with a season pass)

*Family is defined as a maximum of five people living in the same household; additional members may be added for \$10.00 each. Family may include up to two adults and youth who just graduated from high school and younger, foster children, foreign exchange students and legally guardians youth. One babysitter may be listed provided the babysitter only uses the pass to bring the children to the pool.

**Daily admission price entitles patron to be stamped and reenter the same day. This applies to anyone entering the gates of the Carlisle Family Aquatic Center during normal pool hours of 1:00-7:00 p.m.

Pool Hours

The normal pool hours for public swim will be 1:00 p.m. to 7:00 p.m. seven days a week. Special events (Adult Night, Family Night, Teen Night) are scheduled from 7:30 p.m. to 9:30 p.m. Monday through Thursday evenings. The facility may be rented from 7:30 p.m. to 9:30 p.m. Friday, Saturday and Sunday evenings for private parties. Private (individual and small group) lessons are offered in the mornings between 9:00 a.m. and noon. Between noon and 12:45 p.m. Monday through Saturday adults may swim laps or water walk while Mommy and Me for toddlers and pre-schoolers (up to age 5) is offered in the shallow end.

Weekly Schedule

Monday

12:00-12:45 p.m.	Adult lap swim or water walk Mommy and Me (up to age 5) in shallow end
1:00- 7:00 p.m.	Public swim
7:30- 9:30 p.m.	Middle School Night (just completed 5 th & 6 th grades)

Tuesday

10:00-11:45 a.m.	Day care provider swim
12:00-12:45 p.m.	Adult lap swim or water walk Mommy and Me (up to age 5) in shallow end
1:00- 7:00 p.m.	Public swim
7:30- 9:30 p.m.	Junior and Senior High Night (just completed 7 th – 12 th grades)

Wednesday

10:00-11:45 a.m.	Day care provider swim
12:00-12:45 p.m.	Adult lap swim or water walk Mommy and Me (up to age 5) in shallow end
1:00-7:00 p.m.	Public swim
7:30- 9:30 p.m.	Family Night

Thursday

10:00-11:45 a.m.	Day care provider swim
12:00-12:45 p.m.	Adult lap swim or water walk Mommy and Me (up to age 5) in shallow end
1:00-7:00 p.m.	Public swim
7:30- 9:30 p.m.	Adult Night (college and above)

Friday and Saturday

12:00-12:45 p.m.	Adult lap swim or water walk Mommy and Me (up to age 5) in shallow end
1:00-7:00 p.m.	Public swim
7:30- 9:30 p.m.	Rented for Private Parties

Sunday

1:00-7:00 p.m.	Public swim
7:30-9:30 p.m.	Rented for Private Parties

Birthday Parties

During pool hours, birthday parties may be scheduled through the Concession Manager. A picnic table in the food court area will be reserved. Patrons are permitted to bring in their own birthday cakes; however, all other food and drink must be purchased from the concession stand.

Special Events

Special events are scheduled from 7:30 p.m. to 9:30 p.m. Monday through Thursday evenings. The admission for these events will be 1/2 price (\$1 .50) per person; free with season passes. Monday will be Middle School night (5th & 6th grades), Tuesday will be Junior and Senior High night (7th – 12th grade), Wednesday will be Family Night and Thursday will be Adult Night, which will include adult aerobics and lap swims.

Private Parties

The pool may be rented from 7:30 p.m. to 9:30 p.m. Friday, Saturday and Sunday evenings for private parties; rental agreements are available at City Hall. The two-hour rental fee varies depending on the size of group and what section of the pool is rented. For groups 50 or less, the fee is: \$100.00 for the shallow end only; \$150.00 for the shallow end plus waterside; \$200.00 for the entire pool. For groups greater than 50, the fee is: \$150.00 for the shallow end only; \$200.00 for the shallow end plus waterside; \$250.00 for the entire pool.

Patrons are permitted to bring in their own cakes for special occasions, such as a

birthday, anniversary or graduation. All other food and drink must be purchased from the concession stand.

Booking a pool party depends upon the availability of lifeguards and must be coordinated through the Pool Manager. A deposit of \$50.00 is required to reserve the date and time of the pool party; this deposit will be returned if the party is cancelled due to unforeseen weather conditions or if cancelled within a seven-day notice. Refer to rental agreement for details.

Adult Lap Swim

An adult lap swim will be held 12:00 noon to 12:45 p.m. Monday through Saturday for those over age 18. Children are not allowed in the lap lanes or deep end during this time. Neither adults nor children are allowed to use the diving board or water slides. Admission will be free for those who have a season pass and \$.50 for all others. The concession stand will not be open during this time. Patrons are expected to follow all other rules and regulations.

Mommy and Me

Mommy and Me for toddlers and pre-schoolers (up to age 5) will be held in the shallow end from 12:00 noon to 12:45 p.m. Monday through Saturday. Children are not allowed in the lap lanes or deep end during this time due to the adult lap swim. Neither adults nor children are allowed to use the diving board or water slides.

Admission will be free for those under age two, free for those who have a season pass and \$.50 for all others. The concession stand will not be open during this time. Patrons are expected to follow all other rules and regulations.

Day Care Swim

Three mornings a week (Tuesday, Wednesday and Thursday) the pool will be open to day care providers in the greater Carlisle area from 10:00 a.m. to 11:45 a.m. Only the shallow end will be open, however, since additional lifeguard staffing is required to open the deep end (which would include the diving board and water slides). No adults or children will be permitted in the deep end. The only exception is for children who are being taught lessons by a certified Water Safety Instructor (WSI).

Admission will be free for those under age two, free for those who have a season pass and \$1.00 for all others. Day care providers need to present the cashier with a list of their children along with their family/individual season pass number. They do not need to show their actual pass.

The concession stand will not be open during these hours. All patrons are expected to follow all other rules and regulations.

Swimming Lessons Red Cross Lessons

1. Two ten (10) day sessions will continue to be offered at the Riverside YMCA during the summer of 2005; classes will be held at the Carlisle Family Aquatic Center beginning the summer of 2006.
2. Dates and times will be determined by the Parks and Recreation Department.
3. Pre-registration and payment are required.
4. There will be no refunds for cancelled lessons.
5. Make up dates will be attempted, but not guaranteed.
6. Guards serving as certified assistants will be paid their regular hourly rate while assisting with Red Cross lessons; guards with their WSI certification will be paid an additional \$.25 per hour.
7. The cost is \$33.00 per student for the ten (10) day session; each class is 45 minutes.

Private Lessons (Individual and Small Group)

1. All private lessons must be approved and coordinated through the Pool Manager and are based upon participation and instructor availability.
2. NO private lessons will be given during the scheduled Red Cross Lesson sessions.
3. NO private lessons may be given from 12:00-7:00 p.m. while on duty or during his/her scheduled break.
4. Private lessons may be given before your work schedule begins; they may also be given from 9:00-12:00 except during Red Cross lessons. A second lifeguard is required for safety precautions if more than 30 people are in the pool.
5. Off-duty guards may schedule private lessons during lap swim from 12:00-1:00 p.m.
6. All guards teaching lessons must currently be WSI certified.
7. Guards who teach private lessons must let the parents know that they are **not** a certified Red Cross instructor, they are **not** teaching Red Cross lessons, and students will **not** receive a Red Cross card.
8. Guards will be paid at their regular hourly rate while giving private lessons; guards with their WSI certification will be paid an additional \$1.00 per hour.
9. The classes are held in two-week sessions on Monday through Thursday mornings, with Friday reserved as a make-up day if needed.
10. The cost of individual private lessons is \$75.00; the cost of small group (up to 5 students) private lessons is \$55.00 per student.

General Rules for Entire Pool/Bathhouse Areas

1. No smoking or use of any tobacco products is allowed.
2. No one is allowed to enter under the influence of alcohol or drugs.
3. No glass containers are allowed.
4. No foul language or verbal abuse is allowed.
5. No animals are allowed.
5. Patrons are not allowed in the concession stand, storage room or mechanical building.
6. The City of Carlisle and/or the Park and Recreation Board are not responsible for lost or stolen articles.

Bathhouse Rules

1. All patrons are required to take a soap shower before leaving the locker rooms. Lifeguards will make visual checks before patrons enter the pool and may ask patrons to take another shower.
2. No loitering or "horseplay" is permitted in the bathhouse.
3. All cell phone use is prohibited inside the bathhouse (due to privacy issues concerning picture phones). Make your phone calls outside the bathhouse locker/shower rooms.

Concession Stand Rules

1. All food, chewing gum and/or drink must stay in the concession stand eating area only; only bottled water may be taken poolside by the lounge chairs.
2. All food and drink must be purchased from the concession stand; special occasion cakes (such as birthday, anniversary or graduation) are the only exception and are to be served in a designated area.
3. No private coolers are permitted.
4. A picnic shelter is provided outside the fence for those who bring their own lunch or snacks.

Pool Area Rules

1. Children age 8 and under must be supervised by a person at least age 14 or designated as the babysitter on the family pass or Red Cross babysitter certification.
2. Any adult may bring a child into the pool area while dressed in street clothing, as long as they have paid admission to enter the facility and stay on the deck area.
3. Swim diapers are required for any child who is not potty trained and will be sold in the concession stand; patrons are required to use the bathhouse facilities to change diapers.
4. All patrons are required to wear acceptable swimwear; no thong swimsuits allowed. Street clothing is not permitted in the water except for a t-shirt (preferably plain white) over their swimsuit to protect from sunburn. NO CUTOFFS ALLOWED; all shorts must be hemmed.
5. Persons with open sores are not allowed to swim.
6. There will be absolutely no running, pushing, shoving or horseplay in or around the pool.
7. Injuries should be immediately reported to a lifeguard, pool manager or assistant pool manager.

8. Swimmers will stay off the lifeguard chairs at all times and will not be allowed to converse with the lifeguards on duty unless it is an emergency.
9. Swimmers will stay off the ropes at all times and will not be allowed to play on the ladders, slide stairs or with rescue equipment.
10. Swimmers should face ladders when entering or leaving the water. The ladders must not be used for diving or sitting or as parallel bars.
11. No diving in the shallow end of the pool or in any area marked "NO DIVING".
12. Swimmers under the age of 18 will not be allowed to use the deep end without completing the required swimming test. This test requires swimmers swim across the pool and back in the deep end next to the lifeline under the supervision of a lifeguard.
13. Standing or sitting on other swimmers' shoulders is not permitted.
14. No flotation devices or toys will be allowed in the pool or pool area with the exception of buckets in the zero depth shallow end and sponge (nerf) balls. Use of toys, flotation devices and diving rings may be restricted at the discretion of the lifeguard depending upon safety and how crowded the pool is at the time.
15. Water wings and zip-up swimsuits are permitted in the shallow end only. Goggles, snorkels, masks and nose plugs are permitted anywhere except in the deep end on the diving board and water slides. No hard balls, Frisbees, water guns, air mattresses, inner tubes, kick boards or sharp objects will be allowed at any time anywhere in the pool.
16. Towels are to be kept out of the water at all times.
17. Petting or necking is not permitted. Grabbing, groping, interlocking or hanging on among swimmers must be restricted; patrons are required to "keep their distance" from each other. Young children with an adult (such as an older family member) are an exception.
18. There will be a ten-minute rest period that begins at ten minutes before every hour. All swimmers under age 18 must get out of the pool; they are encouraged to rest during this time and stay away from the sides of the pool.
19. Adults (age 18 and over) may swim laps and utilize the diving board and water slides during the rest periods.
20. Cameras and specialized equipment may only be used with the approval of the pool manager or assistant pool manager.
21. Each patron is responsible for articles brought into the pool area and for their removal; no chairs may be brought in.
22. In case of an emergency, all swimmers will evacuate the pool and the pool area immediately in order to aid the lifeguards in their rescue procedures.
23. Failure to follow rules can result in serious injury and may result in a patron being required to leave the pool, pool area and surrounding premises.

Diving Board Rules

1. Follow lifeguard's instructions.
2. Patrons under age 18 diving in the deep end must be able to pass the required swimming test; the water is 11'2" deep.
3. The diving well is only for swimmers using the diving board or on the drop slide.
4. There is only one swimmer allowed on the board at a time.
5. All swimmers must wait for the area below the board to be clear before diving.
6. There is only to be one bounce taken on the diving board.
7. Only feet may touch the diving board. No handstands, cartwheels, hanging or sitting on the board.

8. There will be no cut-away dives, back flips, or gainers allowed.
9. No chain diving or tag is allowed.
10. Divers must leave the water immediately after completing their jump or dive.
11. Swimmers must use the ladder when leaving the water.
12. No horseplay is allowed in or around the diving area.
13. During rest periods, swimmers under age 18 will not be permitted to use the diving boards – no exceptions.
14. Failure to follow rules can result in serious injury and may result in a patron being required to leave the pool, pool area and surrounding premises.

Drop Slide Rules

1. Follow lifeguard's instructions.
2. Strong swimming ability required; patrons under age 18 sliding down the drop slide in the deep end must be able to pass the required swimming test; the water depth is 11 feet 2 inches.
3. The diving well is only for swimmers on the drop slide or using the diving board.
4. Riders must lie on their backs at all times. No sitting up while riding the slide is permitted.
5. Maximum rider weight 300 pounds.
6. Do not pull or propel yourself into the ride.
7. No combs or foreign objects are allowed in pockets and no jewelry can be worn while riding the slide. No cut-off jeans, only swim suits allowed. The attendant on duty will have the right to deny usage of the slide to anyone wearing apparel that will scratch the flume.
8. No head-first sliding. Riders must enter the slide in a sitting position and wait for instructions from the guard stationed at the slide.
9. All riders must ride feet first while lying on their back with arms crossed across their chest.
10. Only one rider at a time. Absolutely no trains or chains of riders are permitted.
11. No tubes, mats or life jackets are permitted on the drop slide.
12. The line should form on the deck with one rider on each landing and one rider in the starter tub. Wait until landing area is clear before entering.
13. Riders must be in good health. Pregnant women or individuals with heart or back conditions should not use this slide.
14. Do not use this slide while under the influence of alcohol or drugs.
15. Follow the instructions of the slide attendant.
16. No running, standing, kneeling, rotating or stopping in the flume. Arms and hands must remain inside the flume.
17. No diving from the slide.
18. Leave the plunge pool promptly after entering.
19. Non-swimmers are not permitted (parents are not allowed to slide down with their children at any time – no exceptions).
20. During rest periods, swimmers under age 18 will not be permitted to use the diving boards – no exceptions.
21. Failure to follow rules can result in serious injury. Failure to abide by these rules may result in a swimmer being required to leave the pool, pool area and surrounding premises.

Waterslide Rules

1. Follow lifeguard's instructions.
2. All riders must be 48" tall.
3. Riders must lie on their backs at all times. No sitting up while riding the slide is permitted.
4. Maximum rider weight 300 pounds.
5. Do not pull or propel yourself into the ride.
6. No combs or foreign objects are allowed in pockets and no jewelry can be worn while riding the slide. No cut-off jeans, only swim suits allowed. (The attendant on duty will have the right to deny usage of the slide to anyone wearing apparel that will scratch the flume.)
7. Riders must enter the slide in a sitting position and wait for instructions from the guard stationed at the slide starter tub.
8. All riders must ride feet first while lying on their back with arms crossed across their chest.
9. Only one rider at a time. Absolutely no trains or chains of riders are permitted.
10. No tubes, mats or life jackets are permitted on the waterslide.
11. The line should form on the deck with one rider on each landing and one rider in the starter tub. Wait until landing area is clear before entering.
12. Riders must be in good health. Pregnant women or individuals with heart or back conditions should not use this ride.
13. Do not use this slide while under the influence of alcohol or drugs.
14. Follow the instructions of the slide attendant.
15. No running, standing, kneeling, rotating or stopping in the flume. Arms and hands must remain inside the flume.
16. No diving from the slide.
17. Leave the plunge pool promptly after entering.
18. Non-swimmers are not permitted (parents are not allowed to slide down with the children at any time – no exceptions).
19. During rest periods and adult swims, swimmers under age 18 will not be allowed to use the slide – no exceptions).
20. Warning: water depth is 3 feet 6 inches.
21. Failure to follow rules can result in serious injury (and may result in a patron being required to leave the pool, pool area and surrounding premises).

Discipline Procedures

In case of a discipline problem, the following steps are to be taken, in this order (depending upon the seriousness), until the problem is solved:

1. WARNING

The patron is informed of the rule violation and asked to stop the activity. Explain the reason for the rule and if they continue this behavior, they will have to sit out or, depending on the infraction, may be asked to leave the pool.

2. SIT-OUT

The patron is required to sit outside of the immediate pool area under the supervision of the roving lifeguard for 15 minutes. **AN INCIDENT REPORT MUST BE COMPLETED.**

3. REMOVAL

The patron will be referred to the manager or assistant manager, who will escort the offender out of the pool and determine the length of time (remainder of the day up to three days) depending upon the seriousness of the offense. The cashier will be informed as to the name of the person being escorted out and the length of time. **AN INCIDENT REPORT MUST BE COMPLETED.**

The manager or assistant manager will notify the Superintendent of Parks and Recreation whenever a patron is escorted from the pool. If the patron becomes violent, verbally abusive or refuses to leave when requested, contact the police. **THIS, TOO, MUST BE DOCUMENTED.**

Inclement Weather Policy

It is the responsibility of the pool manager and/or assistant manager to determine whether to open or close the pool due to inclement weather. The public's health and safety are the only considerations in making this determination.

1. The pool will be **CLEARED IMMEDIATELY** if lightening is visible or if severe weather warnings are in effect. All patrons who chose to remain will be requested to seek shelter in the bathhouse. At the discretion of the manager, if lightening does not appear again within one half-hour, the pool may be reopened.
2. If the **TORNADO WARNING SIREN** sounds, all patrons will be requested to remain at the pool and seek shelter in the bathhouse. All children unaccompanied by an adult and employees will be **REQUIRED** to do so.
3. The pool may be closed during rain if the lifeguards determine it is difficult for them to see the bottom of the pool or adequately perform their job.
4. The pool may be closed when the air temperature is not above 70 degrees and is not increasing, subject to the discretion of the manager.
5. The pool may be closed whenever the attendance is less than 25 swimmers, subject to the discretion of the manager.
6. When weather conditions improve, the pool may be reopened. The manager or assistant manager will determine when conditions warrant reopening. All staff members scheduled are on call and should be able to report within 1/2 hour of being called back to the pool.

7. There will be no refunds of admission to swimmers due to early closure; however, rain checks will be given if the pool closes before 3:00 p.m.